



Meeting of the DDA Board of Directors  
**City Council Chambers**  
September 13, 2022 - 8:00 a.m.

**AGENDA**

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
  - a. August 2022 Financial Statement (Attachment 4.a)
  - b. August 2022 Invoice Report (Attachment 4.b)
  - c. August 23, 2022 Meeting Minutes (Attachment 4.c)
  - d. End of the Year Financial Statement (Attachment 4.d)
  - e. August EV Charging Usage (Attachment 4.e)
5. Brownfield Redevelopment Authority Presentation – Sam Seimer, AKT Peerless Env.
  - a. DPAC Update – Brian Turnbull / Pat Sullivan
6. Social District Recommendation (Attachment 6)
7. Downtown Street Closure Update
  - a. RFP for Design Service (Attachment 7.a)
  - b. Internal Meeting Updates – Shawn Riley
8. Committee Information and Updates
  - a. Design Committee – No Report
  - b. Marketing Committee – Shawn Riley (Attachment 8.b)
  - c. Parking Committee – No Report
  - d. Organizational Committee – No Report
  - e. Economic Development Committee – Aaron Cozart
  - f. Sustainability Committee – No Report
9. Future Meetings / Important Dates
  - a. Executive Committee Meeting – September 14, 2022
  - b. Economic Development Committee/Advisory Committee – September 21, 2022
  - c. DPAC Meeting – September 22, 2022
  - d. Sustainability Committee Meeting – September 26, 2022
  - e. Marketing Committee Meeting – October 6, 2022
  - f. Design Committee Meeting – October 10, 2022
  - g. Parking Committee – TBD
10. Board and Staff Communications
11. Adjournment – **Next Meeting October 11, 2022**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

AUGUST BENCHMARK 17%

| GL NUMBER                                 | DESCRIPTION                             | 2022-23            |                           | YTD BALANCE<br>08/31/2022<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 08/31/22<br>INCR (DECR) | AVAILABLE                |              | % BDGT<br>USED |
|---|---|--------------------|---------------------------|--|---|--------------------------|--------------|----------------|
|   |   | ORIGINAL<br>BUDGET | 2022-23<br>AMENDED BUDGET |  |   | BALANCE<br>NORM (ABNORM) |              |                |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY |   |                    |                           |  |   |                          |              |                |
| Revenues                                  |   |                    |                           |  |   |                          |              |                |
| Dept 000                                  |   |                    |                           |  |   |                          |              |                |
| PROPERTY TAXES                            |   |                    |                           |  |   |                          |              |                |
| 248-000-404.000                           | CURRENT PROPERTY TAXES                  | 814,558.00         | 814,558.00                | 706,108.56                                 | 132,675.96                                    | 108,449.44               | 86.69        |                |
| 248-000-418.000                           | PROPERTY TAXES - OTHER                  | (1,000.00)         | (1,000.00)                | 0.00                                       | 0.00  | (1,000.00)               | 0.00         |                |
| 248-000-451.000                           | DDA OPERATING LEVY                      | 67,216.00          | 67,216.00                 | 59,258.41                                  | 47,795.34                                     | 7,957.59                 | 88.16        |                |
|   | PROPERTY TAXES                          | <u>880,774.00</u>  | <u>880,774.00</u>         | <u>765,366.97</u>                          | <u>180,471.30</u>                             | <u>115,407.03</u>        | <u>86.90</u> |                |
| LICENSES, FEES, & PERMITS                 |   |                    |                           |  |   |                          |              |                |
| 248-000-490.090                           | NEWSPAPER RACK REGISTRATION FEES        | 180.00             | 180.00                    | 120.00                                     | 120.00  | 60.00                    | 66.67        |                |
| 248-000-490.100                           | OUTDOOR DINING/RETAIL PERMIT FEES       | 15,000.00          | 15,000.00                 | 1,034.00                                   | 0.00  | 13,966.00                | 6.89         |                |
|   | LICENSES, FEES, & PERMITS               | <u>15,180.00</u>   | <u>15,180.00</u>          | <u>1,154.00</u>                            | <u>120.00</u>                                 | <u>14,026.00</u>         | <u>7.60</u>  |                |
| STATE REVENUES                            |   |                    |                           |  |   |                          |              |                |
| 248-000-573.000                           | LCSA - PERS PROP TAX REIMBURSEMENT      | 36,000.00          | 36,000.00                 | 0.00                                       | 0.00  | 36,000.00                | 0.00         |                |
|   | STATE REVENUES                          | <u>36,000.00</u>   | <u>36,000.00</u>          | <u>0.00</u>                                | <u>0.00</u>                                   | <u>36,000.00</u>         | <u>0.00</u>  |                |
| MISCELLANEOUS REVENUES                    |   |                    |                           |  |   |                          |              |                |
| 248-000-626.000                           | MISCELLANEOUS REVENUE                   | 1,610.00           | 1,610.00                  | 1,813.81                                   | 301.00  | (203.81)                 | 112.66       |                |
| 248-000-626.110                           | EV CHARGING STATION REVENUE             | 0.00               | 0.00                      | (1,512.81)                                 | 0.00  | 1,512.81                 | 100.00       |                |
|   | MISCELLANEOUS REVENUES                  | <u>1,610.00</u>    | <u>1,610.00</u>           | <u>301.00</u>                              | <u>301.00</u>                                 | <u>1,309.00</u>          | <u>18.70</u> |                |
| INTEREST                                  |   |                    |                           |  |   |                          |              |                |
| 248-000-665.000                           | INTEREST - INVESTMENT POOL              | 0.00               | 0.00                      | (8.77)                                     | 0.00  | 8.77                     | 100.00       |                |
| 248-000-665.190                           | INTEREST - MI CLASS 1 DISTRIBUTED       | 30.00              | 30.00                     | 250.05                                     | 167.72  | (220.05)                 | 833.50       |                |
| 248-000-665.200                           | LONG TERM INVESTMENT EARNINGS           | 6,650.00           | 6,650.00                  | 326.69                                     | 0.00  | 6,323.31                 | 4.91         |                |
| 248-000-665.400                           | INVESTMENT POOL BANK FEES               | (100.00)           | (100.00)                  | (21.23)                                    | (21.23)                                       | (78.77)                  | 21.23        |                |
| 248-000-665.500                           | INVESTMENT MANAGEMENT FEES              | (750.00)           | (750.00)                  | (35.15)                                    | (35.15)                                       | (714.85)                 | 4.69         |                |
| 248-000-665.600                           | BANK LOCKBOX FEES                       | (200.00)           | (200.00)                  | (44.51)                                    | (44.51)                                       | (155.49)                 | 22.26        |                |
| 248-000-665.700                           | CUSTODIAL FEES                          | (140.00)           | (140.00)                  | (6.45)                                     | 0.00  | (133.55)                 | 4.61         |                |
| 248-000-669.000                           | UNREALIZED MARKET CHANGE IN INVESTMENTS | 0.00               | 0.00                      | 1,091.40                                   | 67.44   | (1,091.40)               | 100.00       |                |
|   | INTEREST                                | <u>5,490.00</u>    | <u>5,490.00</u>           | <u>1,552.03</u>                            | <u>134.27</u>                                 | <u>3,937.97</u>          | <u>28.27</u> |                |
| RENTAL INCOME                             |   |                    |                           |  |   |                          |              |                |
| 248-000-667.020                           | RENT - SHORT TERM                       | 700.00             | 700.00                    | 175.00                                     | 35.00   | 525.00                   | 25.00        |                |
|   | RENTAL INCOME                           | <u>700.00</u>      | <u>700.00</u>             | <u>175.00</u>                              | <u>35.00</u>                                  | <u>525.00</u>            | <u>25.00</u> |                |
| GRANTS & OTHER LOCAL SOURCES              |   |                    |                           |  |   |                          |              |                |
| 248-000-677.000                           | SPONSORSHIPS                            | 38,000.00          | 38,000.00                 | 17,335.00                                  | 5,000.00                                      | 20,665.00                | 45.62        |                |
|   | GRANTS & OTHER LOCAL SOURCES            | <u>38,000.00</u>   | <u>38,000.00</u>          | <u>17,335.00</u>                           | <u>5,000.00</u>                               | <u>20,665.00</u>         | <u>45.62</u> |                |
| Total Dept 000                            |   | <u>977,754.00</u>  | <u>977,754.00</u>         | <u>785,884.00</u>                          | <u>186,061.57</u>                             | <u>191,870.00</u>        | <u>80.38</u> |                |
| TOTAL REVENUES                            |   | <u>977,754.00</u>  | <u>977,754.00</u>         | <u>785,884.00</u>                          | <u>186,061.57</u>                             | <u>191,870.00</u>        | <u>80.38</u> |                |
| Expenditures                              |   |                    |                           |  |   |                          |              |                |
| Dept 573 - DPW SERVICES                   |   |                    |                           |  |   |                          |              |                |
| 248-573-706.000                           | WAGES - REGULAR FULL TIME               | 11,500.00          | 11,500.00                 | 308.20                                     | 118.90  | 11,191.80                | 2.68         |                |

PERIOD ENDING 08/31/2022  
% Fiscal Year Completed: 16.99  
AUGUST BENCHMARK 17%

| GL NUMBER                                 | DESCRIPTION                      | 2022-23            |                           | YTD BALANCE<br>08/31/2022<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 08/31/22<br>INCR (DECR) | AVAILABLE                |                          | % BDGT<br>USED |
|---|----------------------------------|--------------------|---------------------------|--|---|--------------------------|--------------------------|----------------|
|   |                                  | ORIGINAL<br>BUDGET | 2022-23<br>AMENDED BUDGET |  |   | BALANCE<br>NORM (ABNORM) | BALANCE<br>NORM (ABNORM) |                |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY |                                  |                    |                           |  |   |                          |                          |                |
| Expenditures                              |                                  |                    |                           |  |   |                          |                          |                |
| 248-573-707.000                           | WAGES - REGULAR OVERTIME         | 500.00             | 500.00                    | 0.00                                       | 0.00  | 500.00                   | 0.00                     |                |
| 248-573-725.000                           | FRINGE BENEFITS                  | 11,000.00          | 11,000.00                 | 297.11                                     | 110.01  | 10,702.89                | 2.70                     |                |
| 248-573-801.020                           | AUTOMOTIVE SERVICE               | 525.00             | 525.00                    | 0.00                                       | 0.00  | 525.00                   | 0.00                     |                |
| 248-573-943.000                           | EQUIPMENT RENTAL - CITY          | 11,135.00          | 11,135.00                 | 70.34                                      | 22.24   | 11,064.66                | 0.63                     |                |
| Total Dept 573 - DPW SERVICES             |                                  | 34,660.00          | 34,660.00                 | 675.65                                     | 251.15  | 33,984.35                | 1.95                     |                |
| Dept 741 - DESIGN COMMITTEE               |                                  |                    |                           |  |   |                          |                          |                |
| 248-741-706.000                           | WAGES - REGULAR FULL TIME        | 22,605.00          | 22,605.00                 | 2,465.88                                   | 1,601.22                                      | 20,139.12                | 10.91                    |                |
| 248-741-709.000                           | WAGES - PART TIME                | 64,880.00          | 64,880.00                 | 14,738.28                                  | 9,579.50                                      | 50,141.72                | 22.72                    |                |
| 248-741-725.000                           | FRINGE BENEFITS                  | 13,540.00          | 13,540.00                 | 2,333.01                                   | 1,511.79                                      | 11,206.99                | 17.23                    |                |
| 248-741-726.000                           | SUPPLIES                         | 500.00             | 500.00                    | 1,065.94                                   | 952.34  | (565.94)                 | 213.19                   |                |
| 248-741-775.200                           | DOWNTOWN MATERIALS               | 27,145.00          | 27,145.00                 | 386.87                                     | 12.00   | 26,758.13                | 1.43                     |                |
| 248-741-775.210                           | SOCIAL DISTRICT EXPENDITURES     | 800.00             | 800.00                    | 139.27                                     | 139.27  | 660.73                   | 17.41                    |                |
| 248-741-775.900                           | FUEL & OIL                       | 400.00             | 400.00                    | 235.42                                     | 156.66  | 164.58                   | 58.86                    |                |
| 248-741-801.000                           | CONTRACTUAL SERVICES             | 31,470.00          | 31,470.00                 | 2,261.36                                   | 973.57  | 29,208.64                | 7.19                     |                |
| 248-741-801.160                           | RESTROOM PROGRAM                 | 4,000.00           | 4,000.00                  | 606.00                                     | 303.00  | 3,394.00                 | 15.15                    |                |
| 248-741-920.010                           | ELECTRIC POWER                   | 1,420.00           | 1,420.00                  | 749.70                                     | 376.79  | 670.30                   | 52.80                    |                |
| 248-741-920.020                           | NATURAL GAS                      | 8,410.00           | 8,410.00                  | 106.63                                     | 106.63  | 8,303.37                 | 1.27                     |                |
| 248-741-920.030                           | WATER & SEWER SERVICE            | 9,300.00           | 9,300.00                  | 2,297.22                                   | 2,297.22                                      | 7,002.78                 | 24.70                    |                |
| 248-741-938.120                           | LANDSCAPE MAINTENANCE            | 35,310.00          | 35,310.00                 | 198.50                                     | 0.00  | 35,111.50                | 0.56                     |                |
| 248-741-938.160                           | BRICK REPAIR & MAINTENANCE       | 2,000.00           | 2,000.00                  | 0.00                                       | 0.00  | 2,000.00                 | 0.00                     |                |
| 248-741-955.210                           | SIGNAGE & MARKERS PROJECT        | 500.00             | 500.00                    | 0.00                                       | 0.00  | 500.00                   | 0.00                     |                |
| 248-741-962.500                           | VEHICLE INSURANCE                | 420.00             | 420.00                    | 226.00                                     | 0.00  | 194.00                   | 53.81                    |                |
| 248-741-976.010                           | STREET FURNISHINGS               | 37,500.00          | 37,500.00                 | 25,289.08                                  | 0.00  | 12,210.92                | 67.44                    |                |
| Total Dept 741 - DESIGN COMMITTEE         |                                  | 260,200.00         | 260,200.00                | 53,099.16                                  | 18,009.99                                     | 207,100.84               | 20.41                    |                |
| Dept 742 - MARKETING COMMITTEE            |                                  |                    |                           |  |   |                          |                          |                |
| 248-742-706.000                           | WAGES - REGULAR FULL TIME        | 18,085.00          | 18,085.00                 | 1,985.50                                   | 1,280.97                                      | 16,099.50                | 10.98                    |                |
| 248-742-709.000                           | WAGES - PART TIME                | 30,865.00          | 30,865.00                 | 3,865.31                                   | 2,495.20                                      | 26,999.69                | 12.52                    |                |
| 248-742-725.000                           | FRINGE BENEFITS                  | 8,625.00           | 8,625.00                  | 1,097.09                                   | 707.06  | 7,527.91                 | 12.72                    |                |
| 248-742-726.000                           | SUPPLIES                         | 50.00              | 50.00                     | 0.00                                       | 0.00  | 50.00                    | 0.00                     |                |
| 248-742-801.000                           | CONTRACTUAL SERVICES             | 55,865.00          | 55,865.00                 | 10,300.00                                  | 2,300.00                                      | 45,565.00                | 18.44                    |                |
| 248-742-801.340                           | WEB SITE MAINTENANCE             | 1,355.00           | 1,355.00                  | 660.98                                     | 551.74  | 694.02                   | 48.78                    |                |
| 248-742-955.160                           | DOWNTOWN PROGRAMMING & PROMOTION | 50,100.00          | 50,100.00                 | 6,700.00                                   | 6,700.00                                      | 43,400.00                | 13.37                    |                |
| 248-742-955.190                           | BUSINESS RETENTION PROGRAM       | 750.00             | 750.00                    | 1,365.00                                   | 875.00  | (615.00)                 | 182.00                   |                |
| Total Dept 742 - MARKETING COMMITTEE      |                                  | 165,695.00         | 165,695.00                | 25,973.88                                  | 14,909.97                                     | 139,721.12               | 15.68                    |                |
| Dept 743 - PARKING COMMITTEE              |                                  |                    |                           |  |   |                          |                          |                |
| 248-743-706.000                           | WAGES - REGULAR FULL TIME        | 9,045.00           | 9,045.00                  | 992.72                                     | 640.46  | 8,052.28                 | 10.98                    |                |
| 248-743-709.000                           | WAGES - PART TIME                | 0.00               | 0.00                      | 6.42                                       | 0.00  | (6.42)                   | 100.00                   |                |
| 248-743-725.000                           | FRINGE BENEFITS                  | 3,445.00           | 3,445.00                  | 400.07                                     | 257.37  | 3,044.93                 | 11.61                    |                |
| 248-743-726.000                           | SUPPLIES                         | 50.00              | 50.00                     | 0.00                                       | 0.00  | 50.00                    | 0.00                     |                |
| 248-743-955.200                           | DOWNTOWN PARKING PROGRAM         | 500.00             | 500.00                    | 0.00                                       | 0.00  | 500.00                   | 0.00                     |                |
| 248-743-995.101                           | O/T TO GENERAL FUND              | 50,000.00          | 50,000.00                 | 12,500.00                                  | 0.00  | 37,500.00                | 25.00                    |                |
| 248-743-995.230                           | O/T TO PARKING FUND              | 123,660.00         | 123,660.00                | 24,665.00                                  | 0.00  | 98,995.00                | 19.95                    |                |
| Total Dept 743 - PARKING COMMITTEE        |                                  | 186,700.00         | 186,700.00                | 38,564.21                                  | 897.83  | 148,135.79               | 20.66                    |                |

PERIOD ENDING 08/31/2022  
% Fiscal Year Completed: 16.99  
AUGUST BENCHMARK 17%

| GL NUMBER                                       | DESCRIPTION                            | 2022-23         | 2022-23        | YTD BALANCE                 | ACTIVITY FOR                  | AVAILABLE                | % BDGT USED |
|---|--|-----------------|----------------|-----------------------------|-------------------------------|--------------------------|-------------|
|   |  | ORIGINAL BUDGET | AMENDED BUDGET | 08/31/2022<br>NORM (ABNORM) | MONTH 08/31/22<br>INCR (DECR) | BALANCE<br>NORM (ABNORM) |             |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY       |  |                 |                |                             |                               |                          |             |
| Expenditures                                    |  |                 |                |                             |                               |                          |             |
| Dept 744 - ORGANIZATIONAL COMMITTEE             |  |                 |                |                             |                               |                          |             |
| 248-744-706.000                                 | WAGES - REGULAR FULL TIME              | 13,565.00       | 13,565.00      | 1,521.10                    | 960.69                        | 12,043.90                | 11.21       |
| 248-744-709.000                                 | WAGES - PART TIME                      | 20,120.00       | 20,120.00      | 2,688.53                    | 1,718.43                      | 17,431.47                | 13.36       |
| 248-744-725.000                                 | FRINGE BENEFITS                        | 5,745.00        | 5,745.00       | 835.71                      | 533.32                        | 4,909.29                 | 14.55       |
| 248-744-726.000                                 | SUPPLIES                               | 2,750.00        | 2,750.00       | 15.56                       | 15.56                         | 2,734.44                 | 0.57        |
| 248-744-730.000                                 | POSTAGE                                | 50.00           | 50.00          | 31.80                       | 31.80                         | 18.20                    | 63.60       |
| 248-744-731.000                                 | PUBLICATIONS                           | 65.00           | 65.00          | 0.00                        | 0.00                          | 65.00                    | 0.00        |
| 248-744-801.190                                 | TECHNOLOGY SUPPORT & SERVICES          | 2,530.00        | 2,530.00       | 2,699.80                    | 101.90                        | (169.80)                 | 106.71      |
| 248-744-802.010                                 | LEGAL SERVICES - GENERAL               | 11,000.00       | 11,000.00      | 1,477.00                    | 1,477.00                      | 9,523.00                 | 13.43       |
| 248-744-805.000                                 | AUDITING SERVICES                      | 5,250.00        | 5,250.00       | 0.00                        | 0.00                          | 5,250.00                 | 0.00        |
| 248-744-900.000                                 | PRINTING & PUBLISHING                  | 1,215.00        | 1,215.00       | 137.15                      | 42.37                         | 1,077.85                 | 11.29       |
| 248-744-920.000                                 | UTILITIES                              | 1,300.00        | 1,300.00       | 215.94                      | 107.97                        | 1,084.06                 | 16.61       |
| 248-744-958.000                                 | MEMBERSHIP & DUES                      | 1,395.00        | 1,395.00       | 475.00                      | 475.00                        | 920.00                   | 34.05       |
| 248-744-960.000                                 | EDUCATION & TRAINING                   | 850.00          | 850.00         | 0.00                        | 0.00                          | 850.00                   | 0.00        |
| 248-744-962.000                                 | LIABILITY & PROPERTY INSURANCE PREMIUM | 6,450.00        | 6,450.00       | 2,145.00                    | 0.00                          | 4,305.00                 | 33.26       |
| 248-744-962.010                                 | INSURANCE - SPECIAL EVENTS POLICY      | 0.00            | 0.00           | 1,406.00                    | 0.00                          | (1,406.00)               | 100.00      |
| 248-744-965.000                                 | OVERHEAD - ADMIN & RECORDS             | 13,220.00       | 13,220.00      | 3,305.00                    | 0.00                          | 9,915.00                 | 25.00       |
| Total Dept 744 - ORGANIZATIONAL COMMITTEE       |  | 85,505.00       | 85,505.00      | 16,953.59                   | 5,464.04                      | 68,551.41                | 19.83       |
| Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE       |  |                 |                |                             |                               |                          |             |
| 248-745-706.000                                 | WAGES - REGULAR FULL TIME              | 27,125.00       | 27,125.00      | 2,962.22                    | 1,921.46                      | 24,162.78                | 10.92       |
| 248-745-709.000                                 | WAGES - PART TIME                      | 0.00            | 0.00           | 12.86                       | 0.00                          | (12.86)                  | 100.00      |
| 248-745-725.000                                 | FRINGE BENEFITS                        | 10,340.00       | 10,340.00      | 1,193.30                    | 772.09                        | 9,146.70                 | 11.54       |
| 248-745-726.000                                 | SUPPLIES                               | 100.00          | 100.00         | 0.00                        | 0.00                          | 100.00                   | 0.00        |
| 248-745-955.190                                 | BUSINESS RETENTION PROGRAM             | 500.00          | 500.00         | 0.00                        | 0.00                          | 500.00                   | 0.00        |
| Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE |  | 38,065.00       | 38,065.00      | 4,168.38                    | 2,693.55                      | 33,896.62                | 10.95       |
| Dept 906 - DEBT SERVICE                         |  |                 |                |                             |                               |                          |             |
| 248-906-995.303                                 | O/T TO DEBT SERVICE FUND               | 169,880.00      | 169,880.00     | 0.00                        | 0.00                          | 169,880.00               | 0.00        |
| Total Dept 906 - DEBT SERVICE                   |  | 169,880.00      | 169,880.00     | 0.00                        | 0.00                          | 169,880.00               | 0.00        |
| Dept 999 - RESERVE ACCOUNTS                     |  |                 |                |                             |                               |                          |             |
| 248-999-999.000                                 | UNALLOCATED RESERVE                    | 37,049.00       | 37,049.00      | 0.00                        | 0.00                          | 37,049.00                | 0.00        |
| Total Dept 999 - RESERVE ACCOUNTS               |  | 37,049.00       | 37,049.00      | 0.00                        | 0.00                          | 37,049.00                | 0.00        |
| TOTAL EXPENDITURES                              |  | 977,754.00      | 977,754.00     | 139,434.87                  | 42,226.53                     | 838,319.13               | 14.26       |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:      |  |                 |                |                             |                               |                          |             |
| TOTAL REVENUES                                  |  | 977,754.00      | 977,754.00     | 785,884.00                  | 186,061.57                    | 191,870.00               | 80.38       |
| TOTAL EXPENDITURES                              |  | 977,754.00      | 977,754.00     | 139,434.87                  | 42,226.53                     | 838,319.13               | 14.26       |
| NET OF REVENUES & EXPENDITURES                  |  | 0.00            | 0.00           | 646,449.13                  | 143,835.04                    | (646,449.13)             | 100.00      |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE  
 POST DATES 08/01/2022 - 08/31/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

| GL Number   | Inv. Line Desc              | Vendor                 | Invoice Desc.                       | Invoice           | Due Date | Amount    | check # |
|---|-----------------------------|------------------------|-------------------------------------|-------------------|----------|-----------|---------|
| Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY           |                             |                        |                                     |                   |          |           |         |
| Dept 741 DESIGN COMMITTEE                         |                             |                        |                                     |                   |          |           |         |
| 248-741-726.000                                   | SUPPLIES                    | OFFICE DEPOT           | 28571763 SCISSORS                   | 259635398001      | 09/07/22 | 17.38     | 118914  |
| 248-741-726.000                                   | SUPPLIES                    | OFFICE DEPOT           | 28571763 PAPERTOWEL                 | 259635400001      | 09/07/22 | 29.36     | 118914  |
| 248-741-726.000                                   | SUPPLIES                    | OFFICE DEPOT           | 28571763 TONER, COPY PAPER, COFFEE  | 259611372001      | 09/07/22 | 905.60    | 118914  |
| 248-741-775.200                                   | DOWNTOWN MATERIALS          | NORTHVILLE PAINT COMPA | PAINT FOR TOWN SQUARE RAILINGS      | NO186874-1        | 08/10/22 | 12.00     | 118707  |
| 248-741-775.210                                   | SOCIAL DISTRICT EXPENDITURE | DETROIT CHEMICAL & PAP | PAPERTOWEL FOR SOCIAL DISTRICT      | 470000            | 09/07/22 | 139.27    | 118943  |
| 248-741-801.000                                   | CONTRACTUAL SERVICES        | CAMTRONICS COMMUNICATI | SECURITY SYSTEM CAMERA SOFTWARE     | 34716             | 08/31/22 | 78.16     | 118761  |
| 248-741-801.000                                   | CONTRACTUAL SERVICES        | CUSTOMCHANNELS.NET LLC | MUSIC SERVICE DOWNTOWN              | 118600            | 08/10/22 | 348.00    | 118753  |
| 248-741-801.000                                   | CONTRACTUAL SERVICES        | CLEAR RATE COMMUNICATI | PHONE & INTERNET                    | 080822            | 08/10/22 | 299.00    | 500488  |
| 248-741-801.000                                   | CONTRACTUAL SERVICES        | COMMUNITY FINANCIAL CR | AUGUST - COMCAST, ZOOM, MAILCHIMP   | 3788-02           | 09/07/22 | 248.41    | 118939  |
| 248-741-801.160                                   | RESTROOM PROGRAM            | JOHN'S SANITATION      | MONTHLY PORTA POTTY RENTALS         | 17453             | 08/24/22 | 303.00    | 118835  |
| 248-741-920.010                                   | 8186976 - 150 E MAIN - J    | DTE ENERGY             | ELECTRIC CHARGES 7/16/22 - 8/15/22  | 7/16/22 - 8/15/22 | 08/24/22 | 376.79    | 118831  |
| 248-741-920.020                                   | NATURAL GAS                 | CONSUMERS ENERGY       | GAS USAGE 7/2/22 - 8/2/22           | 080122            | 08/10/22 | 106.63    | 500487  |
| Total For Dept 741 DESIGN COMMITTEE               |                             |                        |                                     |                   |          | 2,863.60  |         |
| Dept 742 MARKETING COMMITTEE                      |                             |                        |                                     |                   |          |           |         |
| 248-742-801.000                                   | CONTRACTUAL SERVICES        | AARONSON MANAGEMENT, I | STAGE BANNER FOR CONCERTS           | I-34904           | 08/10/22 | 300.00    | 118732  |
| 248-742-801.000                                   | CONTRACTUAL SERVICES        | JEANNE A. MICALLEF     | MONTHLY PR RETAINER                 | NORTHVILLE 9-202  | 07/27/22 | 2,000.00  | 118821  |
| 248-742-801.340                                   | WEB SITE MAINTENANCE        | ACCUNET, INC           | WEBSITE FEES                        | 21980             | 08/10/22 | 442.50    | 118735  |
| 248-742-801.340                                   | WEB SITE MAINTENANCE        | COMMUNITY FINANCIAL CR | AUGUST - COMCAST, ZOOM, MAILCHIMP   | 3788-02           | 09/07/22 | 109.24    | 118939  |
| 248-742-955.160                                   | DOWNTOWN PROGRAMMING & PR   | JAG ENTERTAINMENT      | SUMMER CONCERTS JULY                | 2455              | 08/24/22 | 6,700.00  | 118844  |
| 248-742-955.190                                   | BUSINESS RETENTION PROGRAM  | KIMPRINT INC           | WALKING MAPS                        | 67419             | 08/10/22 | 875.00    | 118706  |
| Total For Dept 742 MARKETING COMMITTEE            |                             |                        |                                     |                   |          | 10,426.74 |         |
| Dept 744 ORGANIZATIONAL COMMITTEE                 |                             |                        |                                     |                   |          |           |         |
| 248-744-726.000                                   | SUPPLIES                    | LORI WARD              | REIMBURSE OFFICE SUPPLIES           | 72822             | 08/10/22 | 15.56     | 118743  |
| 248-744-801.190                                   | TECHNOLOGY SUPPORT & SERV   | COMCAST CORPORATION    | DDA OFFICE WIFI                     | 081`62022         | 08/24/22 | 101.90    | 118828  |
| 248-744-802.010                                   | LEGAL SERVICES - GENERAL    | PLUNKETT COONEY        | LEGAL FEES - GENERAL JULY 22 (13)   | 10854517          | 09/07/22 | 245.00    | 118923  |
| 248-744-802.010                                   | LEGAL SERVICES - GENERAL    | ADKISON, NEED & ALLEN  | LEGAL FEES - REAL ESTATE JULY 22 (1 | 130165            | 09/07/22 | 1,232.00  | 118945  |
| 248-744-920.000                                   | UTILITIES                   | CLEAR RATE COMMUNICATI | PHONE & INTERNET                    | 080822            | 08/10/22 | 32.97     | 500488  |
| 248-744-958.000                                   | MEMBERSHIP & DUES           | MICHIGAN DOWNTOWN ASSO | MDA ANNUAL MEMBERSHIP               | 3108              | 08/10/22 | 475.00    | 118704  |
| Total For Dept 744 ORGANIZATIONAL COMMITTEE       |                             |                        |                                     |                   |          | 2,102.43  |         |
| Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY |                             |                        |                                     |                   |          | 15,392.77 |         |

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Meeting of the DDA Board of Directors**  
**August 23, 2022**

The August meeting of the DDA Board was called to order at 8:04 am.

**ROLL CALL**

**Present:** *Mayor Brian Turnbull, DJ Boyd, Margene Buckhave, Aaron Cozart, Mike Jaafar, Jim Long, Greg Presley, Greg Richards, Shawn Riley, Mary Starring*

**Absent:** *Ryan McKindles*

**Also Present:** *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Patrick Sullivan/City Manager, Dave Gutman/Sustainability Committee, John Carter/City Council, Andrew Krenz/City Council, Barbara Morowski-Browne/City Council, Marilyn Price/City Council, Fred Sheill/Resident, Douglas Wallace/Northville Chamber of Commerce, Omar Eid/Hunter Pasteur, Seth Herkowitz/Hunter Pasteur*

**AUDIENCE COMMENTS**

None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Long would like to clarify his statement in the minutes from July 19, 2022. Long specifically indicated the 24 parking spaces in the dirt lot next to the church will not be there forever. There most likely will be a future development by his group and did not want it to be construed as part of the Downs development project. **Motion by Starring, seconded by Buckhave, to approve the agenda and consent agenda. Motion carries.**

**NORTHVILLE DOWNS PRESENTATION**

Herkowitz said the DDA portion of the project includes the quadrant south of Cady, with rough boundaries west of Griswold, north of Beal and east of Center Streets. There has been an extensive amount of community engagement including DPAC meetings, Planning Commission meetings, DDA meetings, Brownfield meetings over the past 16 months. There is a 178-unit mixed-use apartment building, a 1.25-acre central park, 70 row houses and commercial space. The footprint along Cady St. includes 18,580 sq ft of commercial space. As part of discussions with Planning Commission (PC), Hunter Pasteur was asked to evaluate commercial and as a response Hunter Pasteur reconfigured an additional 6,000+ sq ft of commercial space. A primary objective in relation to the retail footprint has been a focus on finding the right tenants to complement the established retail district and including food/beverage and neighborhood related retail while remaining cautious and conservative in the evaluation of retail space.

Herkowitz said as a recommendation from the PC and Central Park planning group, Hunter Pasteur removed the 18-space surface lot on the north end and created a hardscape for the fourth tier. Each tiered platform is about 10,000 square feet and accommodates the 18 ft grade down from Cady St. Herkowitz added that the design is meant to be flexible and adapt to many uses. The promenade properly integrates with Central Park and is ADA accessible with access points at each tier of the park. Upon completion, the park is going to be dedicated to the city and will be maintained by Northville Parks & Recreation.

Hunter Pasteur created a series of individualized facades and one change that was made was lowering the height of buildings on Hutton. Prior designs had apartments at 5 stories and the new design caps the height at 4 stories. The design goals in the Cady neighborhood are meant to make the entrances feel like an extension to the downtown. The eastern side of the development at the intersection of Cady/Griswold is also a key entry point into the downtown. There are 7 3-story rowhouses and consistent with the downtown style and Cady St corridor. Hunter Pasteur has also created two front facades, one on Cady and one on Griswold. Cady St. will include 5-foot sidewalks on both sides of the street, buffer zones, 8-foot parallel parking on both sides of the street and 11-foot driveways that will be shared with bikes. There are 338 public parking spaces which does not include two dedicated parking spaces per drive in the housing areas.

Herkowitz said another item that changed is the layout of the rowhouse and attached single family housing on Beal, Griswold and Cady. Hunter Pasteur eliminated a curb cut on Griswold and adjusted placement of housing. A significant portion of the development on Griswold falls inside the Historic District Commission (HDC). In response to feedback provided by HDC, materiality of the row houses was adjusted to include both a contemporary and traditional architectural style.

Herkowitz said the race track needs to be demolished and contamination needs to be cleaned up for the river project. Construction will start in the Downs neighborhood south of Beal immediately after the farmers market season ends in Fall 2023. Phase 2 will begin in Spring 2024 after environmental clean-up. The apartment and row housing toward the north end will begin construction in 2023 and new resident delivery will be in the 4<sup>th</sup> quarter 2024 or beginning of 2025. Hunter Pasteur is also committed to providing a home for the farmers market through the 2025 season, and will relocate the market once construction begins after the 2023 market season.

Herkowitz said a new storm water management system will improve rate of discharge and quality of water in the watershed. The site plan helps economic development by creating hundreds of temporary construction jobs and long-term permanent jobs in the commercial development. There will also be an increased annual tax revenue for the City and DDA. Current DDA tax capture at the Downs is approximately \$8,800 and will increase to over \$800,000 annually.

Long said the space currently available for the farmers market would be the vacant property where the Ford dealership was. That property right now is about \$2.25 million – Long asked

where the money will come from and the spot is a detriment to the walkability in the town. Long asked Sullivan if the development along Cady St. will include purchasing parking credits. Sullivan said they are providing adequate parking. Herkowitz said the developer created additional north/south connections including an extension of Hutton St. and Griswold to 7 Mile. The developer also created east/west connections which all created additional parking. Long said that there are only about 100 spaces that are convenient to the downtown when looking at parking applicable to the Cady St. commercial areas.

Jaafar said the City needs to ensure the construction doesn't block current businesses and that there will be a traffic problem when the development becomes a reality. Herkowitz said that there was an extensive review regarding traffic and traffic studies were reviewed by the City's traffic consultant, OHM. The only problematic intersection in and around the entire site plan was Northville Road and Seven Mile. Another pressure point was Seven Mile and Center St. and there is a recommendation in that spot for a roundabout. The general contractor for the project will put together a construction mitigation plan including truck routes and parking for workers during the development. Herkowitz said that a reason traffic is not going to have a larger impact is because the added east/west and north/south connections.

Herkowitz said the next steps include 1-2 more PC meetings before a vote. The PC will then make a recommendation to City Council, and Hunter Pasteur will present a plan and ask for approval from Council. The final site plan phase follows and the developer will advance engineering and architecture design drawings to bring back to the PC. Hunter Pasteur is also working with DPAC on project benefits and public contribution, and is nearing a conclusion with that group. Brownfield will be meeting next week, which will include funding discussions on the project. HDC has given certificate of appropriateness for the row houses and has been doing conceptual reviews on the other housing.

### **CITIZENS DISTRICT COUNCIL**

Ward said that this council may be required if the DDA makes a decision to extend boundaries or change the DDA development plan. The council needs to be established for 90 days before making any recommendations. If the group does not need to meet, it can expire. Ward asked the board to reach out if anyone knows someone that lives within the DDA boundaries, as there are still two residents needed to form the council.

### **DPAC UPDATE**

Turnbull said there have been two meetings and there is another coming up the first week of September. There is about \$42 million worth of projects that need to be done, including about \$28 million in parks and environmental, \$5.2 million farmers market development, \$250,000 for the historic log cabin, \$5.4 million for traffic and roadways and \$4.2 million related to utilities and infrastructure. DPAC is representative of the different groups and will keep this process moving along. Riley added that the members of DPAC include the Mayor, Brownfield Chair, Planning Commission Chair, Sustainability Chair, River Task Force Chair and DDA Chair. The task of this group is to look at funding and make decisions for the best interest of the groups.

Long asked if is this going to be the new process for all new developments. Sullivan said this group is working hand in hand with the approval process, and this particular development is not a typical development. Since the Downs development is a PUD, it needs to provide public benefits as part of the project. The PUD will not be approved if the public benefits aren't paid for. Ward added that the reason there was a presentation today is because while the DDA does not have a regulatory role in the project, the Brownfield TIF relates to the DDA. The developer will eventually come and ask the DDA to capture TIF revenues from the project for a period of time as payback for some of the public benefits of the development. DPAC will deliberate and then come to the DDA with a recommendation.

### **DOWNTOWN STREET CLOSURE UPDATE**

Turnbull said that about two weeks ago, City Council decided to keep the streets closed for the foreseeable future. The DDA/City is now going forward and making plans for entrances, events, heating units for outdoor dining, and other details, and everyone will now need to work together to make this successful. Jaafar asked what the process is to expand the social district. Turnbull said to expand, the DDA will bring a recommendation to City Council. Ward said there is an advisory group that will discuss this and are planning to start the process of expanding the social district. Ward has also been in contact with the MLCC about different scenarios that will arise with an expansion.

Presley asked if the DDA has considered implications for ADA compliances now that streets will be closed permanently, such as curbs that are no longer necessary. Ward said that ADA accessibility is included in the RFP for the placemaking project and will be evaluated. Boyd said there should also be a focus on ensuring the potential Cady St. commercial district is connected to town.

### **ADVISORY BOARD**

Ward said Cozart will chair the new Advisory Committee. Ward said that attachment 6.c in the packet outlines some of the issues that the committee is going to be working through. The committee is meeting on August 29 to begin working through this list. Ward said DDA staff is also meeting with the fire department this week to discuss outdoor heating. Ward said if there is any interest in reading through RFP submissions to let the DDA office know.

Ward also said attachment 6.d in the packet outlines the budgetary impact the street closures has on the DDA and the DDA will be working closely with the City to create a budgetary plan. Boyd said the Organizational Committee should make a presentation to the DDA Board on where DDA financing comes from and where tax capture comes from.

### **COMMITTEE INFORMATION AND UPDATES**

- a. *Design Committee*: No report.
- b. *Marketing Committee*: Riley said the PR/Advertising summary is attached for review.

- c. *Parking Committee*: No report.
- d. *Organizational Committee*: No report.
- e. *Economic Development Committee*: No report.
- f. *Sustainability Committee*: Gutman said there was no meeting in August due to a special Planning Commission meeting scheduled on the same day. The Committee participated in a big tree hunt with Releaf Michigan to see if Northville had any trees to make the list. Many trees were reviewed and four were identified. Unfortunately, none made the champion list but Northville was listed on the “Big Tree List”. The Committee also listed recommendations to the Planning Commission for the Downs project.

#### **BOARD COMMUNICATION**

Riley said there is a special DDA Board meeting on September 13, which will replace the regular meeting for the month.

**Motion by Turnbull, seconded by Richards** to adjourn the DDA Board meeting. **Motion carried unanimously.**

**Meeting adjourned at 9:42 am.**

Respectfully submitted,  
Jessica Howlin, Marketing & Administrative Assistant  
Northville DDA

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 06/30/2022

| GL NUMBER                                 | DESCRIPTION                             | 2021-22            | 2021-22        | YTD BALANCE                     | AVAILABLE                    | % BDGT<br>USED |
|---|---|--------------------|----------------|---------------------------------|------------------------------|----------------|
|   |   | ORIGINAL<br>BUDGET | AMENDED BUDGET | 06/30/2022<br>NORMAL (ABNORMAL) | BALANCE<br>NORMAL (ABNORMAL) |                |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY |   |                    |                |                                 |                              |                |
| Revenues                                  |   |                    |                |                                 |                              |                |
| Dept 000                                  |   |                    |                |                                 |                              |                |
| PROPERTY TAXES                            |   |                    |                |                                 |                              |                |
| 248-000-404.000                           | CURRENT PROPERTY TAXES                  | 769,414.00         | 767,750.00     | 767,750.46                      | (0.46)                       | 100.00         |
| 248-000-412.000                           | DLQ PERS PROP TAXES COLLECTED           | 0.00               | 0.00           | 727.00                          | (727.00)                     | 100.00         |
| 248-000-418.000                           | PROPERTY TAXES - OTHER                  | (500.00)           | 5,000.00       | 6,225.64                        | (1,225.64)                   | 124.51         |
| 248-000-451.000                           | DDA OPERATING LEVY                      | 64,025.00          | 63,393.00      | 63,392.55                       | 0.45                         | 100.00         |
| PROPERTY TAXES                            |   | 832,939.00         | 836,143.00     | 838,095.65                      | (1,952.65)                   | 100.23         |
| LICENSES, FEES, & PERMITS                 |   |                    |                |                                 |                              |                |
| 248-000-490.090                           | NEWSPAPER RACK REGISTRATION FEES        | 0.00               | 180.00         | 180.00                          | 0.00                         | 100.00         |
| 248-000-490.100                           | OUTDOOR DINING/RETAIL PERMIT FEES       | 0.00               | 15,000.00      | 11,397.00                       | 3,603.00                     | 75.98          |
| LICENSES, FEES, & PERMITS                 |   | 0.00               | 15,180.00      | 11,577.00                       | 3,603.00                     | 76.26          |
| STATE REVENUES                            |   |                    |                |                                 |                              |                |
| 248-000-573.000                           | LCSA - PERS PROP TAX REIMBURSEMENT      | 34,000.00          | 39,868.00      | 39,868.04                       | (0.04)                       | 100.00         |
| STATE REVENUES                            |   | 34,000.00          | 39,868.00      | 39,868.04                       | (0.04)                       | 100.00         |
| MISCELLANEOUS REVENUES                    |   |                    |                |                                 |                              |                |
| 248-000-626.000                           | MISCELLANEOUS REVENUE                   | 200.00             | 0.00           | 0.00                            | 0.00                         | 0.00           |
| 248-000-626.110                           | EV CHARGING STATION REVENUE             | 0.00               | 1,360.00       | 1,512.81                        | (152.81)                     | 111.24         |
| 248-000-678.000                           | INSURANCE PROCEEDS                      | 0.00               | 0.00           | 1,256.00                        | (1,256.00)                   | 100.00         |
| MISCELLANEOUS REVENUES                    |   | 200.00             | 1,360.00       | 2,768.81                        | (1,408.81)                   | 203.59         |
| INTEREST                                  |   |                    |                |                                 |                              |                |
| 248-000-665.000                           | INTEREST - INVESTMENT POOL              | 0.00               | 0.00           | 8.77                            | (8.77)                       | 100.00         |
| 248-000-665.190                           | INTEREST - MI CLASS 1 DISTRIBUTED       | 75.00              | 140.00         | 177.98                          | (37.98)                      | 127.13         |
| 248-000-665.200                           | LONG TERM INVESTMENT EARNINGS           | 8,000.00           | 6,000.00       | 6,074.04                        | (74.04)                      | 101.23         |
| 248-000-665.400                           | INVESTMENT POOL BANK FEES               | 0.00               | (100.00)       | (47.38)                         | (52.62)                      | 47.38          |
| 248-000-665.500                           | INVESTMENT MANAGEMENT FEES              | (600.00)           | (750.00)       | (678.35)                        | (71.65)                      | 90.45          |
| 248-000-665.600                           | BANK LOCKBOX FEES                       | 0.00               | (200.00)       | (198.68)                        | (1.32)                       | 99.34          |
| 248-000-665.700                           | CUSTODIAL FEES                          | (125.00)           | (140.00)       | (131.52)                        | (8.48)                       | 93.94          |
| 248-000-669.000                           | UNREALIZED MARKET CHANGE IN INVESTMENTS | 0.00               | (21,000.00)    | (21,339.24)                     | 339.24                       | 101.62         |
| INTEREST                                  |   | 7,350.00           | (16,050.00)    | (16,134.38)                     | 84.38                        | 100.53         |
| RENTAL INCOME                             |   |                    |                |                                 |                              |                |
| 248-000-667.020                           | RENT - SHORT TERM                       | 0.00               | 1,360.00       | 1,360.00                        | 0.00                         | 100.00         |
| RENTAL INCOME                             |   | 0.00               | 1,360.00       | 1,360.00                        | 0.00                         | 100.00         |
| GRANTS & OTHER LOCAL SOURCES              |   |                    |                |                                 |                              |                |
| 248-000-674.020                           | SPONSORSHIPS - HEAT IN THE STREET       | 3,000.00           | 625.00         | 825.00                          | (200.00)                     | 132.00         |
| 248-000-677.000                           | SPONSORSHIPS                            | 30,000.00          | 38,795.00      | 28,460.10                       | 10,334.90                    | 73.36          |
| GRANTS & OTHER LOCAL SOURCES              |   | 33,000.00          | 39,420.00      | 29,285.10                       | 10,134.90                    | 74.29          |
| Total Dept 000                            |   | 907,489.00         | 917,281.00     | 906,820.22                      | 10,460.78                    | 98.86          |
| TOTAL REVENUES                            |   | 907,489.00         | 917,281.00     | 906,820.22                      | 10,460.78                    | 98.86          |

Expenditures

PERIOD ENDING 06/30/2022

| GL NUMBER                                 | DESCRIPTION                      | 2021-22            | 2021-22        | YTD BALANCE                     | AVAILABLE                    | % BGDG<br>USED |
|---|----------------------------------|--------------------|----------------|---------------------------------|------------------------------|----------------|
|   |                                  | ORIGINAL<br>BUDGET | AMENDED BUDGET | 06/30/2022<br>NORMAL (ABNORMAL) | BALANCE<br>NORMAL (ABNORMAL) |                |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY |                                  |                    |                |                                 |                              |                |
| Expenditures                              |                                  |                    |                |                                 |                              |                |
| Dept 573 - DPW SERVICES                   |                                  |                    |                |                                 |                              |                |
| Unclassified                              |                                  |                    |                |                                 |                              |                |
| 248-573-706.000                           | WAGES - REGULAR FULL TIME        | 13,740.00          | 9,000.00       | 7,674.39                        | 1,325.61                     | 85.27          |
| 248-573-707.000                           | WAGES - REGULAR OVERTIME         | 1,185.00           | 250.00         | 116.68                          | 133.32                       | 46.67          |
| 248-573-725.000                           | FRINGE BENEFITS                  | 14,595.00          | 8,000.00       | 6,451.42                        | 1,548.58                     | 80.64          |
| 248-573-801.020                           | AUTOMOTIVE SERVICE               | 500.00             | 525.00         | 382.56                          | 142.44                       | 72.87          |
| 248-573-943.000                           | EQUIPMENT RENTAL - CITY          | 10,215.00          | 10,415.00      | 9,852.56                        | 562.44                       | 94.60          |
| Unclassified                              |                                  | 40,235.00          | 28,190.00      | 24,477.61                       | 3,712.39                     | 86.83          |
| Total Dept 573 - DPW SERVICES             |                                  | 40,235.00          | 28,190.00      | 24,477.61                       | 3,712.39                     | 86.83          |
| Dept 741 - DESIGN COMMITTEE               |                                  |                    |                |                                 |                              |                |
| Unclassified                              |                                  |                    |                |                                 |                              |                |
| 248-741-706.000                           | WAGES - REGULAR FULL TIME        | 17,590.00          | 17,635.00      | 17,682.77                       | (47.77)                      | 100.27         |
| 248-741-707.000                           | WAGES - REGULAR OVERTIME         | 0.00               | 90.00          | 90.00                           | 0.00                         | 100.00         |
| 248-741-709.000                           | WAGES - PART TIME                | 55,960.00          | 52,850.00      | 53,810.19                       | (960.19)                     | 101.82         |
| 248-741-725.000                           | FRINGE BENEFITS                  | 11,525.00          | 12,300.00      | 12,167.98                       | 132.02                       | 98.93          |
| 248-741-726.000                           | SUPPLIES                         | 575.00             | 500.00         | 994.61                          | (494.61)                     | 198.92         |
| 248-741-775.200                           | DOWNTOWN MATERIALS               | 20,400.00          | 23,845.00      | 23,587.19                       | 257.81                       | 98.92          |
| 248-741-775.210                           | SOCIAL DISTRICT EXPENDITURES     | 0.00               | 4,260.00       | 2,714.02                        | 1,545.98                     | 63.71          |
| 248-741-775.900                           | FUEL & OIL                       | 400.00             | 850.00         | 822.15                          | 27.85                        | 96.72          |
| 248-741-801.000                           | CONTRACTUAL SERVICES             | 25,930.00          | 25,990.00      | 22,681.11                       | 3,308.89                     | 87.27          |
| 248-741-801.160                           | RESTROOM PROGRAM                 | 4,000.00           | 4,000.00       | 3,265.17                        | 734.83                       | 81.63          |
| 248-741-920.010                           | ELECTRIC POWER                   | 5,390.00           | 4,390.00       | 6,909.35                        | (2,519.35)                   | 157.39         |
| 248-741-920.020                           | NATURAL GAS                      | 8,250.00           | 18,450.00      | 18,561.21                       | (111.21)                     | 100.60         |
| 248-741-920.030                           | WATER & SEWER SERVICE            | 8,860.00           | 2,355.00       | 2,355.98                        | (0.98)                       | 100.04         |
| 248-741-938.120                           | LANDSCAPE MAINTENANCE            | 32,310.00          | 32,310.00      | 31,446.19                       | 863.81                       | 97.33          |
| 248-741-938.160                           | BRICK REPAIR & MAINTENANCE       | 2,000.00           | 1,500.00       | 0.00                            | 1,500.00                     | 0.00           |
| 248-741-962.500                           | VEHICLE INSURANCE                | 400.00             | 406.00         | 406.00                          | 0.00                         | 100.00         |
| 248-741-976.010                           | STREET FURNISHINGS               | 10,700.00          | 5,380.00       | 5,380.00                        | 0.00                         | 100.00         |
| 248-741-995.405                           | O/T TO PUBLIC IMPROVEMENT FUND   | 0.00               | 3,060.00       | 3,059.73                        | 0.27                         | 99.99          |
| Unclassified                              |                                  | 204,290.00         | 210,171.00     | 205,933.65                      | 4,237.35                     | 97.98          |
| Total Dept 741 - DESIGN COMMITTEE         |                                  | 204,290.00         | 210,171.00     | 205,933.65                      | 4,237.35                     | 97.98          |
| Dept 742 - MARKETING COMMITTEE            |                                  |                    |                |                                 |                              |                |
| Unclassified                              |                                  |                    |                |                                 |                              |                |
| 248-742-706.000                           | WAGES - REGULAR FULL TIME        | 17,590.00          | 17,635.00      | 17,682.71                       | (47.71)                      | 100.27         |
| 248-742-709.000                           | WAGES - PART TIME                | 14,595.00          | 16,000.00      | 15,938.14                       | 61.86                        | 99.61          |
| 248-742-725.000                           | FRINGE BENEFITS                  | 8,125.00           | 8,430.00       | 8,340.78                        | 89.22                        | 98.94          |
| 248-742-726.000                           | SUPPLIES                         | 100.00             | 0.00           | 0.00                            | 0.00                         | 0.00           |
| 248-742-801.000                           | CONTRACTUAL SERVICES             | 60,000.00          | 48,365.00      | 41,450.00                       | 6,915.00                     | 85.70          |
| 248-742-801.340                           | WEB SITE MAINTENANCE             | 900.00             | 1,355.00       | 1,039.63                        | 315.37                       | 76.73          |
| 248-742-955.160                           | DOWNTOWN PROGRAMMING & PROMOTION | 50,000.00          | 44,300.00      | 45,942.16                       | (1,642.16)                   | 103.71         |
| 248-742-955.190                           | BUSINESS RETENTION PROGRAM       | 750.00             | 2,750.00       | 1,261.00                        | 1,489.00                     | 45.85          |
| Unclassified                              |                                  | 152,060.00         | 138,835.00     | 131,654.42                      | 7,180.58                     | 94.83          |
| Total Dept 742 - MARKETING COMMITTEE      |                                  | 152,060.00         | 138,835.00     | 131,654.42                      | 7,180.58                     | 94.83          |

PERIOD ENDING 06/30/2022

| GL NUMBER                                       | DESCRIPTION                            | 2021-22            | 2021-22        | YTD BALANCE                     | AVAILABLE                    | % BGDG<br>USED |
|---|--|--------------------|----------------|---------------------------------|------------------------------|----------------|
|   |  | ORIGINAL<br>BUDGET | AMENDED BUDGET | 06/30/2022<br>NORMAL (ABNORMAL) | BALANCE<br>NORMAL (ABNORMAL) |                |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY       |  |                    |                |                                 |                              |                |
| Expenditures                                    |  |                    |                |                                 |                              |                |
| Dept 743 - PARKING COMMITTEE                    |  |                    |                |                                 |                              |                |
| Unclassified                                    |  |                    |                |                                 |                              |                |
| 248-743-706.000                                 | WAGES - REGULAR FULL TIME              | 8,795.00           | 8,820.00       | 8,841.63                        | (21.63)                      | 100.25         |
| 248-743-709.000                                 | WAGES - PART TIME                      | 1,460.00           | 1,600.00       | 1,593.89                        | 6.11                         | 99.62          |
| 248-743-725.000                                 | FRINGE BENEFITS                        | 3,610.00           | 3,690.00       | 3,678.34                        | 11.66                        | 99.68          |
| 248-743-726.000                                 | SUPPLIES                               | 50.00              | 0.00           | 46.58                           | (46.58)                      | 100.00         |
| 248-743-995.101                                 | O/T TO GENERAL FUND                    | 50,000.00          | 50,000.00      | 50,000.00                       | 0.00                         | 100.00         |
| 248-743-995.230                                 | O/T TO PARKING FUND                    | 120,900.00         | 95,900.00      | 94,747.22                       | 1,152.78                     | 98.80          |
| Unclassified                                    |  | 184,815.00         | 160,010.00     | 158,907.66                      | 1,102.34                     | 99.31          |
| Total Dept 743 - PARKING COMMITTEE              |  | 184,815.00         | 160,010.00     | 158,907.66                      | 1,102.34                     | 99.31          |
| Dept 744 - ORGANIZATIONAL COMMITTEE             |  |                    |                |                                 |                              |                |
| Unclassified                                    |  |                    |                |                                 |                              |                |
| 248-744-706.000                                 | WAGES - REGULAR FULL TIME              | 21,990.00          | 22,105.00      | 22,103.89                       | 1.11                         | 99.99          |
| 248-744-709.000                                 | WAGES - PART TIME                      | 28,100.00          | 26,300.00      | 26,017.00                       | 283.00                       | 98.92          |
| 248-744-725.000                                 | FRINGE BENEFITS                        | 9,305.00           | 11,115.00      | 11,086.43                       | 28.57                        | 99.74          |
| 248-744-726.000                                 | SUPPLIES                               | 850.00             | 2,450.00       | 2,233.72                        | 216.28                       | 91.17          |
| 248-744-730.000                                 | POSTAGE                                | 100.00             | 50.00          | 31.80                           | 18.20                        | 63.60          |
| 248-744-731.000                                 | PUBLICATIONS                           | 65.00              | (3.00)         | (3.00)                          | 0.00                         | 100.00         |
| 248-744-801.190                                 | TECHNOLOGY SUPPORT & SERVICES          | 4,435.00           | 5,315.00       | 5,021.31                        | 293.69                       | 94.47          |
| 248-744-802.010                                 | LEGAL SERVICES - GENERAL               | 3,500.00           | 8,225.00       | 8,467.00                        | (242.00)                     | 102.94         |
| 248-744-805.000                                 | AUDITING SERVICES                      | 5,105.00           | 5,105.00       | 5,104.00                        | 1.00                         | 99.98          |
| 248-744-900.000                                 | PRINTING & PUBLISHING                  | 1,315.00           | 925.00         | 918.96                          | 6.04                         | 99.35          |
| 248-744-920.000                                 | UTILITIES                              | 1,420.00           | 1,295.00       | 1,295.64                        | (0.64)                       | 100.05         |
| 248-744-958.000                                 | MEMBERSHIP & DUES                      | 1,395.00           | 1,395.00       | 1,395.00                        | 0.00                         | 100.00         |
| 248-744-960.000                                 | EDUCATION & TRAINING                   | 850.00             | 140.00         | 139.99                          | 0.01                         | 99.99          |
| 248-744-962.000                                 | LIABILITY & PROPERTY INSURANCE PREMIUM | 6,280.00           | 3,838.00       | 3,838.00                        | 0.00                         | 100.00         |
| 248-744-962.010                                 | INSURANCE - SPECIAL EVENTS POLICY      | 0.00               | 1,662.00       | 1,661.82                        | 0.18                         | 99.99          |
| 248-744-965.000                                 | OVERHEAD - ADMIN & RECORDS             | 12,960.00          | 12,960.00      | 12,960.00                       | 0.00                         | 100.00         |
| Unclassified                                    |  | 97,670.00          | 102,877.00     | 102,271.56                      | 605.44                       | 99.41          |
| Total Dept 744 - ORGANIZATIONAL COMMITTEE       |  | 97,670.00          | 102,877.00     | 102,271.56                      | 605.44                       | 99.41          |
| Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE       |  |                    |                |                                 |                              |                |
| Unclassified                                    |  |                    |                |                                 |                              |                |
| 248-745-706.000                                 | WAGES - REGULAR FULL TIME              | 21,990.00          | 22,045.00      | 22,102.78                       | (57.78)                      | 100.26         |
| 248-745-709.000                                 | WAGES - PART TIME                      | 2,920.00           | 3,220.00       | 3,187.57                        | 32.43                        | 98.99          |
| 248-745-725.000                                 | FRINGE BENEFITS                        | 8,970.00           | 9,175.00       | 9,133.96                        | 41.04                        | 99.55          |
| 248-745-726.000                                 | SUPPLIES                               | 150.00             | 0.00           | 0.00                            | 0.00                         | 0.00           |
| 248-745-801.000                                 | CONTRACTUAL SERVICES                   | 0.00               | 3,000.00       | 2,505.00                        | 495.00                       | 83.50          |
| 248-745-803.200                                 | PLANNING & DESIGN STUDIES              | 0.00               | 15,000.00      | 10,000.00                       | 5,000.00                     | 66.67          |
| 248-745-955.190                                 | BUSINESS RETENTION PROGRAM             | 500.00             | 0.00           | 0.00                            | 0.00                         | 0.00           |
| Unclassified                                    |  | 34,530.00          | 52,440.00      | 46,929.31                       | 5,510.69                     | 89.49          |
| Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE |  | 34,530.00          | 52,440.00      | 46,929.31                       | 5,510.69                     | 89.49          |

Dept 906 - DEBT SERVICE

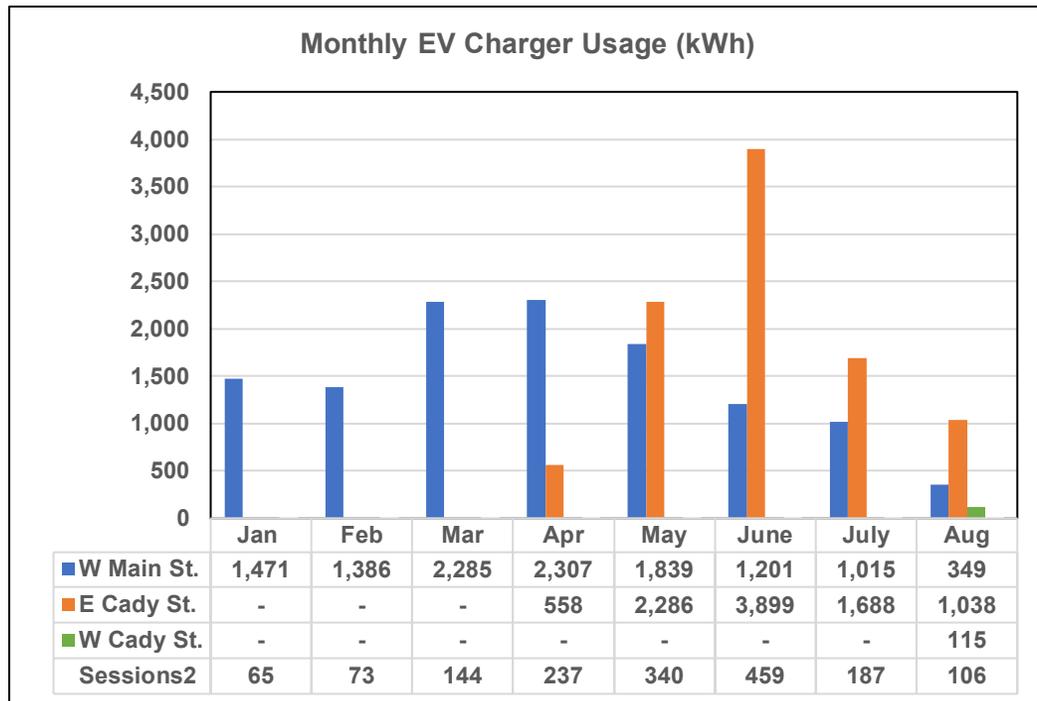
PERIOD ENDING 06/30/2022

| GL NUMBER                                  | DESCRIPTION              | 2021-22            | 2021-22        | YTD BALANCE                     | AVAILABLE                    | % BDGT<br>USED |
|--|--------------------------|--------------------|----------------|---------------------------------|------------------------------|----------------|
|  |                          | ORIGINAL<br>BUDGET | AMENDED BUDGET | 06/30/2022<br>NORMAL (ABNORMAL) | BALANCE<br>NORMAL (ABNORMAL) |                |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY  |                          |                    |                |                                 |                              |                |
| Expenditures                               |                          |                    |                |                                 |                              |                |
| Unclassified                               |                          |                    |                |                                 |                              |                |
| 248-906-995.303                            | O/T TO DEBT SERVICE FUND | 174,685.00         | 174,685.00     | 174,685.00                      | 0.00                         | 100.00         |
| Unclassified                               |                          | 174,685.00         | 174,685.00     | 174,685.00                      | 0.00                         | 100.00         |
| <hr/>                                      |                          |                    |                |                                 |                              |                |
| Total Dept 906 - DEBT SERVICE              |                          | 174,685.00         | 174,685.00     | 174,685.00                      | 0.00                         | 100.00         |
| <hr/>                                      |                          |                    |                |                                 |                              |                |
| Dept 999 - RESERVE ACCOUNTS                |                          |                    |                |                                 |                              |                |
| Unclassified                               |                          |                    |                |                                 |                              |                |
| 248-999-999.000                            | UNALLOCATED RESERVE      | 19,204.00          | 50,073.00      | 0.00                            | 50,073.00                    | 0.00           |
| Unclassified                               |                          | 19,204.00          | 50,073.00      | 0.00                            | 50,073.00                    | 0.00           |
| <hr/>                                      |                          |                    |                |                                 |                              |                |
| Total Dept 999 - RESERVE ACCOUNTS          |                          | 19,204.00          | 50,073.00      | 0.00                            | 50,073.00                    | 0.00           |
| <hr/>                                      |                          |                    |                |                                 |                              |                |
| TOTAL EXPENDITURES                         |                          | 907,489.00         | 917,281.00     | 844,859.21                      | 72,421.79                    | 92.10          |
| <hr/>                                      |                          |                    |                |                                 |                              |                |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY: |                          |                    |                |                                 |                              |                |
| TOTAL REVENUES                             |                          | 907,489.00         | 917,281.00     | 906,820.22                      | 10,460.78                    | 98.86          |
| TOTAL EXPENDITURES                         |                          | 907,489.00         | 917,281.00     | 844,859.21                      | 72,421.79                    | 92.10          |
| NET OF REVENUES & EXPENDITURES             |                          | 0.00               | 0.00           | 61,961.01                       | (61,961.01)                  | 100.00         |

# Northville, Michigan

## W Main St. & E Cady St. Parking Deck

### SITE USAGE



### TRAFFIC DATA

| <u>Avg. kWh per Day</u>              | <u>Avg. Visits per Day</u>              |
|--------------------------------------|---|
| <b>48.5</b>                          | <b>3.4</b>                              |
| <u>Gas Saved (gal)<sup>1 2</sup></u> | <u>CO2 Eliminated (lbs)<sup>3</sup></u> |
| <b>218.8</b>                         | <b>7,717.0</b>                          |

**Assumptions:**

1. 3.7 miles per kWh based on Tesla, BMW and Chevy driving data
2. 25.4 miles per gallon based on USDOT data
3. 19.6 pounds of CO2 per gallon of gas based on EPA estimates



## DDA Communications

**To: Northville DDA Board of Directors**

**From: Lori M. Ward, DDA Director**

**Date: September 13, 2022**

**Re: Social District Expansion**

### **Background:**

On August 3, 2020 the DDA presented an application to the Michigan Liquor Control Commission (MLCC) to establish a Social District to the Northville City. The City Council approved the application and voted to submit the application to the MLCC for consideration. The MLCC Application included a narrative on how the DDA would implement a Social District in Northville, a City Council resolution of support for the establishment of a Social District in Northville, maps of both the Social District boundaries and the Commons Area boundaries, a list of participating businesses, a Management Plan, and a Maintenance Plan.

The DDA's application was submitted on August 5, 2021, approved on August 11, 2021 and the Social District began operation on August 14, 2021. The Twist was one of the first Social Districts in Michigan, now there are 87 Social Districts established in 40 counties with over 500 participating businesses. The original application included 7 businesses: Poole's Tavern (now the Exchange Bar and Grill), 160 Main Street, Table 5, Browndog Creamery, Lucy & the Wolf, Simply Wine, and Center Street Grille. Five additional restaurants were added to the Social District over the past two years including Genittis, LeGeorge, Toria, Los Tres Amigos, and most recently the Marquis Theatre.

### **Analysis:**

Last month the Northville City Council voted to continue the downtown street closures along E. Main and N. Center Street permanently. The DDA issued a Request for Proposal (RFP) to develop a plan to combine the 2 temporary closed roads downtown into a single pedestrian area that is vibrant, safe and attractive. The DDA's Economic Development Committee (EDC) was appointed as the Advisory Committee to work with the selected consultant to provide feedback and information on the develop of the plan.

The EDC has now met several times in advance of retaining a consultant to discuss issues that relate to the pedestrian area. Since the decision was made by City Council to keep the street closed, the DDA has been contacted by several businesses expressing

interest in joining the Social District. At last week's EDC meeting, the Committee discussed the possible expansion of the Social District and criteria for adding more businesses. The Committee came to the following consensus:

- In order to be considered for inclusion in the Social District, the business needed to be located in or adjacent to the DDA Boundaries to allow for oversight, management and enforcement.
- The Social District boundary on West Main between Center and Wing Streets would include the road and sidewalks. When Special Events are scheduled and the road is closed for the event, the road can be used for the social district. When the road is open, the social district commons only utilizes the sidewalks.
- S. Wing Street between Main and Cady Streets, W. Cady Street between Wing and Center Streets, S. Center between Main and Cady Streets only the sidewalks are part of the social district.

DDA staff contacted the Downtown businesses that currently hold a retailer license, such as a Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, or G-2 to see if they were interested in joining the Social District. The businesses that have shown interest in joining include (Attachment A):

- Great White Buffalo Brewing Company, 101 W. Main St.
- Lava Grille of Northville, 133 W. Main St., Suite 201
- Garage Grill and Fuel Bar, 202 W. Main St.
- Northville Sports Den, 133 W. Main Street, Suite 102
- Fraternal Order of Eagles, 113 S. Center St.

The American Legion and Tiramì Su have also been contacted and the DDA is waiting for their response.

For the DDA/City to add businesses to the Social District, the Northville City Council would need to amend their application with the Michigan Liquor Control Commission (MLCC) to alter the Social District boundaries and approve the addition of "qualified licensees" to the district. In addition, City Council will pass a Resolution, provided by the MLCC that each business would submit with their Social District Permit application.

The DDA will provide the Social District logo, The Twist, to the new businesses for use on their Social District cups and will add their names to the Social District print material. They need to receive the permit prior to serving any drinks to be consumed in the Social District.

**Recommendation:**

DDA staff recommends that the Northville DDA approve the addition of Great White Buffalo Brewing, Lava Grille of Northville, Garage Grill and Fuel Bar, Northville Sports Den, Tiramì Su Ristorante, Fraternal Order of Eagles and the American Legion to the Northville Social District and amend the boundaries to expand the social district commons area as described above and forward the request to City Council for approval and action.

## List of Qualified Licensees Contiguous to the Commons Area

| #                                      | Business Name               | Address                  |
|--|-----------------------------|--------------------------|
| 1                                      | Center Street Grill         | 135 N. Center Street     |
| 2                                      | Simply Wine                 | 109 N. Center Street     |
| 3                                      | Lucy & the Wolf             | 102 E. Main Street       |
| 4                                      | Genitti's Hole-in-the-Wall  | 110 E. Main Street       |
| 5                                      | Browndog Creamery           | 120 E. Main Street       |
| 6                                      | LeGeorge                    | 124 E. Main Street       |
| 7                                      | Table 5                     | 130 E. Main Street       |
| 8                                      | 160 Main                    | 160 E. Main Street       |
| 9                                      | The Exchange Bar & Grille   | 157 E. Main Street       |
| 10                                     | Los Tres Amigos             | 144 Mary Alexander Court |
| 11                                     | Toria                       | 115 E. Main Street       |
| 12                                     | The Marquis Theatre         | 135 E. Main Street       |
|  |                             |                          |
| Potential Additions to Social District |                             |                          |
|  | Business Name               | Address                  |
| 13                                     | Great White Buffalo Brewing | 101 W. Main Street       |
| 14                                     | Lava Grille of Northville   | 133 W. Main Street, #201 |
| 15                                     | Garage Grill and Fuel Bar   | 202 W. Main Street       |
| 16                                     | Northville Sports Den       | 133 W. Main Street, #102 |
| 17                                     | Tirami Su Ristorante        | 146 MainCentre           |
| 18                                     | Fraternal Order of Eagles   | 113 S. Center Street     |
| 19                                     | American Legion             | 100 W. Dunlap Street     |
|  |                             |                          |
|  |                             |                          |

\*Those listed in red have been contacted regarding inclusion in expanded Social District

# City of Northville, Michigan

## Request for Proposals

### Professional Consulting Services

for the development of a

## Placemaking - Pedestrian Plan for Downtown

### Overview

During the Covid 19 Pandemic, the City of Northville closed two main downtown streets to vehicular traffic in order to allow downtown restaurants to expand their outdoor dining and retailers to merchandise on the streets and sidewalks. The street closures and the introduction of a Social District had a very positive impact on the community and the downtown businesses. Many retail and restaurant owners reported record years during 2020 and 2021. The City Council, at its August 1<sup>st</sup> meeting, voted to keep both streets closed to vehicular traffic permanently.

The Northville Downtown Development Authority (DDA) requests proposals from qualified consultants to assist in developing a plan to transform 2 temporary road closures into a permanent closure for pedestrian activity only in Downtown Northville. The goal of the plan is to create an environment that:

- Is high energy, active and interesting;
- Is beautiful and compatible with Northville's historic downtown and previous efforts to date;
- Creates a space for restaurants and retailers to expand their footprint and offer unique outdoor opportunities;
- Minimizes the impact of weather on the outdoor experience and creates a year-round inviting space;
- Feels safe and inviting;
- Provides a third place to gather for friends and families, in addition to home and work, and creates a sense of community;
- Successfully addresses handicapped access, handicapped parking, and safe and convenient loading/unloading;
- Creates an equitable opportunity for all businesses who want to participate in the experience;
- Addresses the use of current and/or future structures;
- Provides adequate utilities for use by the city, merchants, and event providers;
- Provides flexibility in built improvements to be moveable/removable should placemaking plans change;
- and, is clean and well kept.

The plan will address these issues in a way that is sensitive to the history, scale, and charm of downtown Northville while ensuring that the recommendations are compatible with physical improvements that have been completed in downtown over the past few years.

The plan will address improvements to the current set up that will enhance the appearance, layout and function of the pedestrian area and that may be phased in over time as the pedestrian area becomes established and additional funding is identified. Initial focus will be on improving the entranceways to the pedestrian areas, removing vehicular references such as signs and traffic/parking markings, identifying a solution for seasonal use of the area, and improving the area's overall appearance and function.

The selected consultants will work with an established Advisory Committee to address the design, management and operational issues associated with the creation of the permanent pedestrian area.

## General Instructions

1. Issuing Office. This Request for Proposals (RFP) is issued by the Northville Downtown Development Authority, Northville, Michigan.
2. Questions. All questions may be directed to the following contact person:  
Lori M. Ward, Director  
Northville DDA  
Phone: 248-349-0345  
Email: lward@ci.northville.mi.us
3. Response Date. eight (8) copies of the proposal must be submitted in a sealed envelope marked "Pedestrian Plan for Downtown" to the City Clerk's office, 215 West Main Street, Northville, Michigan 48167 by 10:00 am on Friday, September 23, 2022. All proposals will be held, unopened, until the deadline. The proposals will then be forwarded to a Selection Committee established by the DDA. The Selection Committee will review the proposals and determine if interviews will be required. A digital copy of the proposal should be included as part of the response.
4. Content. To be considered, firms must submit a complete response to the RFP in the form requested. Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected. Proposals must be clearly prepared and legible and must be signed by an official authorized to bind the Consultant to the provisions in the proposal.

5. Related Information. Firms wishing to submit proposals will be provided with all related studies, plans, upon request. This includes:
- Northville Downtown Strategic Plan, prepared by Beckett and Raeder Inc., 2006 and 2017
  - Historic District Ordinance and Design Guidelines
  - Map of the DDA Boundaries
  - Carlisle Wortman 2022 Survey responses
  - Secondary Streetscape Design Guidelines
  - Northville Master Plan Update

In addition, most of these documents can be accessed online and downloaded at the City's website at [www.ci.northville.mi.us](http://www.ci.northville.mi.us)

6. Right of Refusal. The Northville DDA reserves the right to reject any and all proposals, or any parts thereof, or to waive any informality or defect in any proposal if it is in the best interest of the DDA and the City of Northville. All proposals, plans, and other documents submitted shall become the property of the Northville DDA. Responses to this RFP are considered public information and are subject to discovery under the Freedom of Information Act.
7. Liability of Costs. Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the DDA, if any.

# Request for Proposals

## Permanent Pedestrian Plan for Downtown Northville

### September 2022

#### Background

The City of Northville was incorporated by Charter on December 19, 1955 as a Home Rule City under Michigan Statutes. The City operates under the Council-manager form of government with an elected Mayor and 4 City Council members appointing a full-time City Manager. The City's population is approximately 6,500. The City of Northville has a well-defined urban core, which serves as a business and cultural center for a regional population of over 100,000.

The City established the DDA by ordinance in August 1978. The DDA is led by an Executive Director who serves a volunteer board of directors comprised of eleven residents, business and property owners. The DDA has an annual operating budget of \$975,000 and is supported by tax increment financing revenue and a 1.8-mill levy.

Since its formation, the DDA has undertaken several key redevelopment projects. In 1978, the DDA's first project included the construction of a comprehensive streetscape and infrastructure improvement project. Over the course of a year and a half, four blocks of the downtown area were completely rebuilt with new sidewalk, brick paving, street lights, trees, decorative furnishings and planters. In addition, several streets were resurfaced and utilities upgraded to support the increased activity in the downtown. In 1993, the DDA completed the construction of two table-top parking decks in the downtown to replace a deteriorating deck and to increase the number of available parking spaces in downtown. Both decks were recently evaluated, a series of capital improvements were completed, and a 20-year plan for maintenance was developed.

In 2007, the DDA completed the redevelopment of Northville's Town Square which doubled the size of the previous open space area in the heart of downtown. The new project includes a new pavilion, decorative heated sidewalks and plaza, a fountain/fire pit, overhead festoon lights, wireless internet connection, new landscaping. In addition to these three major efforts, the DDA has continued to enhance the downtown annually through physical improvement projects and initiatives aimed at promoting and marketing Downtown Northville.

An extensive upgrade was completed in 2013 to the original streetscape improvement project - "Mainstreet 78". After 35 years, the project was in need of an update. New sidewalks, upgraded utilities, replacement of High-Pressure

Sodium lighting with more energy efficient lighting, and new landscaping were completed.

### Recent Happenings

In the Spring of 2020, the Pandemic arrived and with it, the closure of businesses both inside and outside. From March 2020 until late May 2020, the downtown businesses were closed to indoor service and relied, if possible, on carryout business. The DDA, working with the business owners, developed a Reopening Plan for Downtown that took effect on June 16, 2020. The Plan provided the downtown businesses the opportunity to reopen safely and with the maximum capacity allowed under the Governor's Executive Orders at the time. The DDA/City approved a Special Event Application that closed E. Main Street between Center and Hutton and N. Center Street between Main and Dunlap. This allowed the restaurants to expand their outdoor dining areas onto public property including the sidewalks, parking lanes, streets, and city plazas. Retail establishments were allowed to display merchandise on City sidewalks for the first time.

In August 2020 the DDA/City established the Northville Social District – The Twist - which allowed participating restaurants the ability to sell alcohol, in a designated cup, that can be carried out of the restaurant and consumed in a delineated Commons Area. The Twist was one of the first Social Districts in Michigan, now there are 91 Social Districts established in 41 counties with over 600 participating restaurants – 12 in Northville. The DDA is in the process of exploring the feasibility of expanding the Social District to include several more adjacent restaurants.

The street closures and the introduction of the Social District had a very positive impact on the community and the downtown businesses. Many retail and restaurant owners reported record years during 2020 and 2021. In December 2020 the DDA introduced outdoor structures that were used for vending when the restaurants could not serve indoors. In addition, the DDA provided pods, which are stand up heated structures that residents and visitors use to gather.

Over the past 2 years, the DDA/City extended the duration of the street closures 3 more times. This provided the DDA/City the opportunity to view the actual use of the structures through all 4 seasons and determine if there was a need for the streets to remain closed.

In addition to observing the use of the closed streets, the DDA/City also conducted two street closure surveys on the subject to gather more input. In April, working in conjunction with City's Planners, Carlisle Wortman, the DDA administered a survey on whether to continue to keep the streets closed to vehicular traffic or reopen them. The survey closed on May 2<sup>nd</sup> and over 4000

surveys were completed and roughly 2000 comments were received on the issue. The DDA/City then hosted a Town Hall meeting to share the survey results and to listen to comments from the community. In addition to the DDA Board members, City Council members, and City staff in attendance, approximately 30 people participated in the meeting in person and 40 via zoom.

The survey results provided at the Town Hall meeting showed that 74% of those surveyed felt that the street closures should continue in some form. When asked when the streets should be closed, 60% of them felt the street closures should be extended continuously, unless action was taken by the City Council. A survey report was prepared by Carlisle Wortman and presented at the Town Hall meeting and will be provided to the selected consultants.

Following the Town Hall meeting, City Council members requested additional information to assist them in preparing for a discussion and vote on whether the streets would remain closed to vehicular traffic. Crash data, traffic counts, impact on Act 51 funding, staffing, and funding sources were all researched by City/DDA staff and provided to City Council in advance of the Council's August meeting. At the August 1<sup>st</sup> meeting, City Council discussed the collected data, heard comments from business owners and residents and at the conclusion of the deliberation, voted to permanently close E. Main between Center and Hutton Streets and N. Center between Main and Dunlap Streets to vehicular traffic.

The DDA has now been charged with developing a plan to transform the temporary closures into a permanent pedestrian environment. The goal of the plan is to develop an environment where businesses can thrive and where community can gather safely.

### Intent

For the past two years, the DDA/City have provided a temporary solution to support the businesses during the pandemic. We believe that it is time to develop a long term/permanent solution to the appearance and function of the area in and around the closed streets. This Pedestrian Plan will serve as the conceptual blueprint for all improvements in the area and will assist the DDA in making decisions on how to spend the DDA's finite resources. It is the intent of the DDA to negotiate with the selected design firm for any design development, construction documentation, bid award, and other future services associate with projects that are implemented from the Pedestrian Plan.

The City of Northville will be working with a traffic engineer to address impacts to the residential areas surrounding the downtown that have been caused by the rerouting of traffic due to the road closures. The selected consultant will work closely with the City's traffic engineer to share information on issues relevant to both efforts.

## Project Area

East Main Street between N. Center and Hutton and N. Center between Main and Dunlap Street will be the primary focus of the study, however there may be other areas impacted if the Social District is expanded. There is a two-block core area within the downtown where most of the design work as requested in the RFP will be implemented. The entire DDA District, including this project, is within the boundaries of a local, state, and nationally registered Historic District. The City of Northville has a Historic District Commission that will play an active role in the review of any physical improvements made to the downtown.

## Project Process

The DDA's existing Economic Development Committee (EDC) will be serving as the Advisory Committee for the project. The Consultant will meet with the Advisory Committee to review the scope of services and discuss the specifics of the project. Over the course of the project, the Consultant will meet a minimum of 3 - 4 times with the Advisory Committee to seek feedback for the concept designs and management and operational recommendations. Additional meetings with DDA/City staff will be required through the course of the project. The selected consultant will engage the community in creative strategies to solicit feedback, with the outcome to present a final plan to the DDA and City Council for approval.

## Submissions

All proposals must be received in their entirety at or before 10:00 am on Friday, September 23, 2022. Applicants are responsible for ensuring that their proposal, however submitted, is received on time and at the location specified. At a minimum each respondent shall submit the following information:

1. Firm History. Name, address, and brief history of the firm. The proposal must be signed by an appropriate authorized official for the firm submitting the proposal. In addition, include relevant information of any firm that you intend to subcontract with for any portion of the project.
2. Personnel. Include resumes of key personnel to be assigned to this project, indicating relevant qualifications and experience. Indicate the role that they will be playing in the development of the Pedestrian Plan.
3. Related Experience. Include information on projects where the firm rendered professional services similar to those requested in this RFP. List the name of key personnel assigned to each project.

4. **Work Plan.** Provide the technical approach recommended to accomplish the required work. Include tasks, methodologies, and a description of the client/stakeholders involvement in the process.
5. **References.** Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.
6. **Timeline.** Provide a project schedule with key meetings and deliverables noted. Given the planning initiatives accomplished over the past year, it is anticipated that the design phase of the project will be substantially completed in order to bid out the identified projects for a Spring 2023 installation/construction season.
7. **Project Budget.** The selected consultant will be expected to establish project costs and assist in the identification of any possible funding sources.
8. **Fees.** Provide a firm fixed fee quotation for the services outlined in the consultant's work plan. Proposed fees should include hourly rates, a not-to-exceed amount, and costs for reimbursable expenses. If any additional services are proposed, they should be clearly identified. Please include a separate rate sheet for the firm, which would be used for contracting additional services or meetings.
9. **Deliverables.** Provide a detailed list of work products that will be developed as a result of the Pedestrian Plan development process. The final product should be a conceptual plan with budgets for all proposed improvements. Great care must be given to consideration of available DDA funds and funding capabilities. All items delivered as part of this project will be the sole property of the Northville DDA. The Conceptual Plan should include all the elements as requested in the scope of services section of this request for proposals. Both hard and electronic versions of the final design plans will be provided to the DDA.
10. You are invited to include one page of additional information not provided above if you feel that it would be useful and applicable to the project.
11. The Selected Consultant shall not commence work on this contract until they have obtained the insurance required outlined in Attachment A. All coverage shall be with insurance companies licensed to do business in the State of Michigan. All coverage shall be with insurance carriers acceptable to the City of Northville.

## Evaluation

Proposals will be reviewed by a Selection Committee. Each proposal will be reviewed and evaluated based on the following:

- Thoroughness and clarity of proposal
- Proposed budget and timeline
- Past experience of firm with similar work
- Past experience of personnel proposed for this project
- Consultant's reputation for quality, integrity, ability to meet established budgets, meeting schedule
- Understanding of the issues impacting the community
- Demonstrated civil engineering, transportation, pedestrian safety and traffic expertise

## Anticipated Schedule

|                                 |   |
|---------------------------------|---|
| September 2, 2022               | Request for Proposals Issued                      |
| September 23, 2022              | Proposals Due                                     |
| Week of October 3 <sup>rd</sup> | Selection of Proposals for Interview if necessary |
| Special Meeting                 | Interviews  |
| October 17, 2022                | Recommendation to DDA                             |
| October 24, 2022                | Recommendation to City Council                    |
| Spring 2023                     | Project Begins                                    |
|                                 | Construction of Identified Projects               |

## INDEMNITY AND INSURANCE

Consultant agrees to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Owner, its employees, elected and appointed officials, agents, and volunteers from and against any and all claims, injuries, demands, damages, costs, expenses, liability, suits, (including actual attorney's fees and costs of defense), or liability (including actual attorneys' fees and cost of defense), proceedings, orders, and decrees of every nature and description arising before, during, or after completion of the Consultant work caused or alleged to have been caused by, arising out of, or resulting from or occurring in connection with the performance of the work, lack of performance of the work, and / or any activity associated with the work of the contractor, its agents, employees, subcontractors, or sub-consultants.

Nothing in this agreement requires the Consultant to defend and/ or indemnify the Owner for claims, injuries, demands, damages, costs, expenses, liability, suits, (including actual attorney's fees and costs of defense), proceedings, orders, and decrees caused by, arising out of, or resulting from the sole negligence of the Owner, its employees, elected and appointed officials, agents, and volunteers, or for any amount greater than the degree of fault of the contractor and that of his or her respective sub-consultants or subcontractors. The obligation of the contractor to defend, indemnify and hold harmless the Owner shall survive and continue after final payment, completion of the work, and completion and/or termination of this agreement.

The Consultant shall procure and maintain during the life of this Agreement the insurance requirements as listed below and furnish within fifteen (15) working days of Notice of Award, Certificates of Insurance as well as **required endorsements** providing insurance coverage as follows:

- (A) Workers' Compensation Insurance – including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- (B) Comprehensive General Liability Insurance – on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractor Coverage; (D) Broad Form General Liability Extensions or equivalent, including Explosion, Collapse, and underground (XCU), if applicable.
- (C) Automobile Liability Insurance - Including Michigan No-Fault Coverage's with limits of liability no less than \$1,000,000 per

occurrence, combined single limit for bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and hired vehicles.

- (D) Additional Insured – commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be additional Insured: The City of Northville, all elected and appointed officials, all employees, and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed that by naming the City of Northville as additional insured coverage afforded is considered to be primary and any other insurance the City of Northville may have in effect shall be considered secondary and/or excess.
- (E) Cancellation Notices – All policies, as described above, shall include an endorsement stating that it is understood and agreed that thirty (30) days, ten (10) days for non-payment of premium, Advance Written notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Dianne Massa, Clerk, Cit of Northville, 215 W. Main Street, Northville, Michigan 48167.
- (F) Proof of Insurance – The contractor shall provide the Owner at the time that the contracts are returned by him/her for execution, a copy of Certificates of Insurance as well as **required endorsements** for all coverage's as listed above.

If any of the above coverage expires during the term of this agreement, the consultant shall deliver renewal certificates and/or policies and endorsements to the Owner at least ten (10) days prior to the expiration date. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the Owner. The requirement above should not be interpreted to limit the liability of the consultant. All deductibles and SIR's are the responsibility of the Contractor.

It shall be the Consultant's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount showing the City of Northville as "ADDITIONAL INSURED" prior to the time such subcontractor proceeds to perform under the contract.

The DDA's Economic Development Committee (EDC) will be working closely with the selected consultants to develop and implement a plan to transform the area, addressing both physical improvement and management and maintenance issues. act as an Advisory Committee for the selected consultant to provide information and feedback on proposed improvements. A list of management and

maintenance issues has been developed by DDA staff and will be shared and fine-tuned by the EDC and selected consultant.

## **DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY August 2022:**

### **PUBLICITY:**

#### **Press Releases Sent:**

- Combined press release on restaurant announcements and openings (Mithai & Chai, Exchange Bar & Grill patio, Toria New Chef)

#### **Upcoming Press Releases:**

- Great White Buffalo Brewing Company opening

#### **Press Received:**

- Northville Record – Buy Michigan Now Preview
- August 2 – [WDIV / Live in the D](#) Buy Michigan Now Festival segment
- August 5 – Fox2 Live from Downtown Northville to Preview the Buy Michigan Now Festival
- August 5 – WJR AM / Paul W. Smith interview with Lisa Diggs to preview the Buy Michigan Now Festival
- August 6 – Fox2 Live from Downtown Northville during the Buy Michigan Now Festival
- August 9 – Follow-up story from [Fox2](#) on the permanent street closures (spoke to Cobbler’s Corner and City Councilmen)
- August 11 – [Metro Mode](#) story on permanent street closures

### **SOCIAL MEDIA:**

- Continuing Business Spotlights every month to coincide.
- Facebook ~ Continued to maintain the page, including daily posts on business announcements and virtual events, etc.
- Instagram ~ Continued to maintain the page, including daily posts business announcements, etc.
- Twitter ~ Continued to maintain the page, including daily posts on business announcements, etc.

### **PAID ADVERTISING:**

- Ad in August issue of The Ville
- Ad in Q2 of Northville Today for Skeletons Event (mailed week of September 9)
- Ad in September issue of The Ville (Skeletons Event)

### **UPCOMING PAID ADVERTISING:**

**PRINT:**

- Quarter-page Ads in The Ville
  - 12-months of 1/4-page ads.
  - Ad theme features a new shop or restaurant owner every month
  
- Quarter-page Ads in Northville Today
  - Mailed to 21,000 households
  - Q4: A Holiday to Remember (MAILED WEEK OF DECEMBER 5)